

What's New in Travel Manager 9.0? – ½ day overview sessions

This training focuses on some of the new features and business processes in conjunction with the software upgrade. There will be a demonstration of navigating in the new version.

Review/Approve in Travel Manager 9.0 – 2 hr sessions

This training focuses on showing a reviewing/approving official how to navigate in the new version to review/approve travel documents. The training will also cover the new business processes for electronic routing and obligating travel.

Routing Administration in Travel Manager 9.0 – 2 hr sessions

This training focuses on showing a Routing Administrator how to navigate in the new version in order to create/maintain their office routing lists in the system. The training will also cover the new business processes for electronic routing and obligating travel.

Travel Manager 9.0 – 2 days

This training teaches end-users how to navigate in ITM to create, adjust, amend and cancel domestic and foreign temporary duty (TDY) travel authorizations, and to create domestic and foreign TDY travel vouchers, reclaim, and local travel vouchers; also covers such things as allocating expenses to multiple accounting codes, international date line travel, blanket travel authorizations, meals and lodging, and leave and non-duty days while on travel.

Travel Manager 9.0 Refresher – 1 day

This training teaches end-users how to navigate in ITM to create some basic authorizations, vouchers and local vouchers. The training will also cover the new business processes for electronic routing and obligating travel.